

~~CONFIDENTIAL~~

4 March 1960

MEMORANDUM FOR: All Members or Alternates of the
OTR Education Committee

SUBJECT : Scheduled Meeting

1. A meeting of the OTR Education Committee will be held on 24 March 1960 at 1300 hours in the OTR Conference Room, Building [REDACTED]

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2. This meeting will consider the Training Report Forms. Previous information on this subject was submitted to each of you by memo of 12 January 1960, which included three tentative recommendations. In this connection, DTR "stressed brevity of information items and standardization of format wherever possible." It would be desirable at this meeting to resolve this issue and make specific recommendations to DTR as to format(s) and procedure(s) of rating student achievement for the various types of training programs within OTR. It would be very helpful if you would bring with you sample format(s) (eleven copies) of the Training Report Form(s) which you believe necessary for the training programs you represent and which relate as closely as possible to the three recommendations. [REDACTED] will chair this section of the meeting.

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Distribution:

Orig. - DTR thru C/PPS

1 [REDACTED]
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[REDACTED]
Educational Specialist

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OTR/PPS: [REDACTED] d (29 Feb 60)

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